

NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

Visit our home page at www.nga.mil.

Our Mission:

NGA provides timely, relevant, and accurate
Geospatial Intelligence in support of national security.

Our Vision:

Know the Earth...Show the Way

VACANCY ANNOUNCEMENT

Announcement Number: 046179

Opening Date: January 12, 2004

Closing Date: February 13, 2004

POSITION TITLE & SERIES: Manager, NI-05

PAY BAND & SALARY RANGE: Band 05 \$98,023 - \$133,970

DUTY STATION: Bethesda Md

AREA OF CONSIDERATION: External Applicants Only

Area of Consideration Explanation (Consideration Given to): External Applicants Only: Applicants outside the permanent Federal NGA civilian workforce.

Note: Principal duty station is listed above. However, final office location within the Washington, DC metropolitan area is yet to be determined.

ASSIGNMENT DESCRIPTION

Managers translate agency mission into organizational goals and objectives. They provide broad direction and oversight and formulate, determine, or influence the policies of the agency. They allocate resources (e.g., people and money) and ensure accomplishment of the organizational mission.

ADDITIONAL INFORMATION PROVIDED BY SELECTING OFFICIAL: Serves as the Deputy Director Office of Equal Employment (OEE). The incumbent shares full authority and responsibility to carry out the NGA OEE mission and functions. The incumbent must be a functional expert in the development and implementation of EEO complaints process, complaint counseling and EEO investigations. Serves as the program manager of EEO complaints process in compliance with 29 CFR 1614. Performs complex analysis of EEO data to assist in the development of process improvements for the Agency. Compile required reports to external organizations to include IC and EEOC. Partners with internal organization to improve employee conditions and support agency core objectives. The incumbent will plan and carry out assignments exercising a high degree of judgment and leadership in coordinating, analyzing a wide variety of complex issues. Develops best course of action to achieve EEO goals and objectives in coordination with Director of OEE. The incumbent interfaces with management at all levels within NGA. In the absence of the Director, OEE, incumbent serves as Acting Director OEE and assumes all OEE responsibilities. These may include, but are not limited to: Advises Director, NGA by providing assessments on the effectiveness, efficiency, and integrity of the Agency OEE program; directs, manages, and supervises OEE operations, resources, administrative, and planning functions; oversees staff activities and reviews OEE products to ensure accuracy, objectivity, and consistency; provides leadership in developing and maintaining an innovative and highly capable staff; provides leadership which values and utilizes diversity as provided by NGA Core Values and as demonstrated by respectful, inclusive and fair treatment of all employees. Applicants should have successful management experience and excellent communication, interpersonal, analytical, and writing skills. Demonstrated integrity and leadership ability is a must.

MANDATORY QUALIFICATIONS

Skills

Organizational Representation; Customer Service; Interpersonal Relationship Development/Networking; Oral Communication; Briefing and Oral Presentation; Negotiation/Mediation; Non-technical Writing; Graphics/Visual Aids Preparation; Supervisory Administration; Performance Management; Leadership; Planning and Scheduling; Strategic Planning; Budget Management; Process Improvement; Coaching and Mentoring; Training Design; Teaching/Training Delivery; Self-Development; Personnel Assessment; Implementation Management; Personal Time Management

Knowledges

NGA mission, vision, goals, and values; Customer requirements; Contracting regulations, policies, and procedures; Budgeting principles and practices (e.g., cost estimation methods); DoD directives and regulations; Standards of ethical conduct for U.S. Government employees; Metrics (e.g., performance management, quality assessment, productivity)

DESIRABLE QUALIFICATIONS

Skills

Records Management; Contract Management

Knowledges

NGA organizational structure; Program Objective Memorandum (POM/IPOM) process; World events; Intelligence issues; Military Command and Staff protocol; DoD intelligence mission and functions; Intelligence Community (IC) intelligence mission and functions; Congressional oversight and reporting policies and procedures; Director of Central Intelligence (DCI) directives and regulations; Protocol and etiquette; U.S. Federal Government structure and agency missions; Internal and external NGA priorities; NGA policies & procedures

NARRATIVES REQUIRED: Applicants must respond in writing as to how they meet the items listed below. The total writeup can be no longer than 3 pages (1 side) and each item must be addressed. In addition, applicants must provide a copy of their last PERFORMANCE APPRAISAL. Applicants that do not submit this required paperwork will NOT be considered for the position.

1. Expert in Equal Employment Opportunity as demonstrated with experience in developing and implementing EEO complaints process in compliance with 29 CFR 1614. Discuss experiences to include organizational level and ADR experiences.
2. Discuss experience performing complex analysis of EEO data and subsequent corporate initiatives that you developed and their results.
3. Discuss level and type of corporate representation both internal and external to your organization, to include academic and industrial, IC and DoD as it relates to your EEO expertise.
4. Discuss EEO related mentoring, outreach efforts, training and supervisory experiences.

SPECIAL INFORMATION

- XX Two Year Probationary Period
- XX U.S. Citizenship Required
- XX Position Subject to Drug Testing
- XX Security Clearance Required
 - ___ Secret
 - XX Top Secret
 - XX Sensitive Compartmented Information
- ___ Polygraph Test Required
- XX Direct Deposit Required
(Condition of Employment)
- ___ Physical Examination Required
 - ___ Color Vision Required
 - ___ Stereoscopic Vision Required
- ___ Permanent Change of Station (PCS)
includes travel/transportation expenses
(pending available funds)
- ___ Shift Work
- ___ Safety Gear/Equipment
- ___ Financial Statement Required
- ___ Travel Required
 - ___ Occasional
 - ___ Frequent
 - ___ Overseas

NOTES:

1. NGA positions are in the Excepted Service under 10 USC 1601 appointment authority. All candidates and their immediate family members (i.e., spouse, parents, siblings, children and cohabitants of the individual requiring the security clearance) must hold United States citizenship to obtain the required security clearances. Candidates are subject to a thorough background investigation and may be required to undergo a medical examination. Some positions may also require a polygraph examination. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. Participation by civilian employees in the DOD Direct Deposit/Electronic Fund Transfer of Pay Program is required.

2. NGA IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants are assured of equal consideration regardless of race, sex, age, religion, color, national origin, lawful political affiliation, marital status, sexual orientation, membership in an employee organization, or nondisqualifying physical or mental disability.

3. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources at (314) 263-4888 or DSN 693-4888, extension 138.

4. NGA has implemented pay banding for all former General Schedule (GS) employees. The NGA system consists of five pay bands and does not include regularly scheduled within grade increases. Annual performance evaluations determine the amount of increase within a pay band an employee will receive. The annual promotion process determines those employees who move to a higher band. The *basic salary ranges and equivalent GS grade levels for the five pay bands are:

Pay Band 01	\$15214	-	\$39685	(Equivalent to GS-01 through GS-07)
Pay Band 02	\$32158	-	\$53459	(Equivalent to GS-08 through GS-10)
Pay Band 03	\$42976	-	\$70395	(Equivalent to GS-11 through GS-12)
Pay Band 04	\$61251	-	\$98924	(Equivalent to GS-13 through GS-14)
Pay Band 05	\$85140	-	\$116358	(Equivalent to GS-15)

* These are the basic pay amounts. The Federal government has established numerous pay localities to provide locality pay adjustments that add to total pay according to geographic duty locations.

HOW TO APPLY/WHAT TO SUBMIT: In order to receive FULL consideration, all of the following documentation must be received by February 13, 2004 .

1. Chronological resume (maximum of two pages, pages exceeding the two page resume limit will not be considered) showing SSN, Citizenship, and specific duties and specific dates pertinent to past positions held and description(s) of experience to ensure full consideration. **(NGA uses an automated resume referral system. SF 171/OF 612, Application for Federal Employment, will NOT be accepted).** Resumes may be emailed via the Internet to hrjobs@nga.mil. The resume must be included in the BODY of the email message, do not send the resume as an attachment. **INDICATION OF YOUR SOCIAL SECURITY NUMBER AND CURRENT CITIZENSHIP ARE MANDATORY. Failure to provide this information will result in loss of consideration for this position.** See Privacy Act Statement.

NGA does NOT accept attachments of any type. If more than one resume and/or narratives are required, the COMPLETE application (resume, narratives, DD214, SF50, transcripts, etc) will need to be faxed OR mailed instead of applying by email. The application must be received by the Announcement closing date.

2. Should any specific supplemental information be requested (normally found under paragraphs NARRATIVES REQUIRED and/or QUALIFICATIONS), submit them with your complete application package (See #1 above for attachment restrictions). Examples of such specific supplemental information include narrative statements.

3. Please let us know how you learned of this employment opportunity.

_____ INTERNET WEB SITE	_____ ADVERTISEMENT
_____ www.usajobs.opm.gov	_____ Newspaper
_____ www.nga.mil	_____ Magazine
_____ www.monster.com	
_____ OTHER (PLEASE SPECIFY)	

4. Current or former Federal employees must submit a copy of SF 50, Notification of Personnel Action that documents current/last permanent position title, series, grade, and salary. If you received a separation incentive, you must submit the SF 50 which documents the amount of the separation incentive.

5. Applicants claiming veterans' status/preference must submit a copy of DD Form 214, Certificate. Release or Discharge from Active Duty, SF 15, Application for 10-point Veteran Preference, and/or other information documenting veterans' status/preference eligibility for consideration.

All applicable documents must be submitted as a complete application package. Completed forms should be sent (or faxed 314-263-4977) to:

NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY
ATTN: HUMAN RESOURCES/MAIL STOP L-28 (ANNCT #046179)
3838 Vogel Rd
Arnold, MO 63010-6238

Commercial Telephone: 314-263-4888

DSN: 693-4888

Toll Free: 1-800-777-6104

COPIES OF VACANCY ANNOUNCEMENTS (to include qualification requirements and application procedures) ARE AVAILABLE BY CALLING: Human Resources at (314) 263-4888 or DSN 693-4888, extension 138. Users of the TDD system may use 314-263-4277 (Commercial) or 693-4277 (DSN) to access our TDD line between the hours of 8:00 a.m. and 3:00 p.m. (CST)

Privacy Act Statement

Authority: 5 U.S.C. sections 3301, 4118, 8347; 10 U.S.C. sections 1601-02; and Executive Orders 9397, 9830 and 12107.

Principal Purpose: This information is needed to ensure the accuracy of critical data in each employee/applicant record. The records have various uses by the agency, including screening qualifications and determining status, eligibility and rights and benefits under pertinent laws and regulations.

Routine Uses: Information may be disclosed in accordance with the routine uses established for OPM/GOVT-1, General Personnel Records, which permits disclosures to be made to the Equal Employment Opportunity Commission, the Department of Justice, to law enforcement agencies, and other Federal and state agencies.

Disclosure: Disclosure is voluntary. However, failure to provide your Social Security Number, as well as all other required information, will disqualify you from further employment consideration.

RESUME INSTRUCTIONS

1. Include your name, social security, and the announcement/advertisement number, if appropriate, on each page of your resume.
2. Resumes that cannot be appropriately scanned and processed will be returned.
3. Limit typed resumes to 2 pages. Pages exceeding the two page resume limit will not be considered.
4. Use black ink on 8.5 x 11 inch white, bond paper. Print on one side only.
5. Do not condense spacing between letters.
6. Use minimum 1/2 inch margin (top, bottom, right, and left).
7. Must use Arial standard typeface, 10 or 12 pitch.
8. Do not use fancy treatments such as italics, underline, bold, shadows, and reverse type (white letters on black background).
9. Type your name and social security number, i.e., John Jones - 123456789, on each page of the resume in the top left corner. **INCLUSION OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY.** See Privacy Act Statement.
10. Include country(ies) in which you have citizenship.
11. Avoid vertical and horizontal lines, graphics, and boxes.

RESUME FORMAT

NAME (First, MI, Last)
Home Address (abbreviate State)
Home Phone
Work Phone
Primary Email Address
Include the country(ies) in which you have citizenship (**MANDATORY**)

Mailing Address (if different from home address)
Social Security Number (**MANDATORY**)

Announcement Number

EXPERIENCE: (Begin with current position and list only those positions which you feel are relevant)
ALL DESCRIPTIONS OF EXPERIENCE MUST INCLUDE THE FOLLOWING INFORMATION:

- . Employer's name and address
- . Start and end dates (month and year)
- . Position title and current salary
- . Supervisor's name and phone number
- . All major tasks
- . All systems you have worked with or on
- . Any software program(s) or hardware you have used
- . Any specialized equipment used
- . Any special program(s) managed
- . Regulations, directives, technical orders, instructions, etc., you have worked with, implemented, researched or developed that are pertinent to your career path
- . All other relevant information you would like to include

Years of experience may be grouped together, if they are the same or similar in nature. Only experience that you believe is relevant to the positions for which you desire consideration needs to be included in your resume.

EDUCATION:

List completed degree, major field of study, full name of college or university, month and year earned, overall grade point average.

Example:

M.S., Geological Sciences, American University, May 1985, GPA 3.75

Note: A transcript must be submitted with resumes.

LANGUAGES:

List any languages/dialects that you can speak, read or translate. Please indicate fluency/proficiency for each.

The following languages are desired:

Albanian	Hindu	Pashto	Slovak
Arabic	Hungarian	Persian	Spanish
Chinese	Indonesian	Portuguese	Turkish
Czech	Italian	Romanian	Ukrainian
French	Japanese	Russian	Urdu
German	Korean	Serbo-Croatian	Uzbek

LICENSES AND CERTIFICATES:

List any licenses and/or certificates received that are relevant to this position.

TRAINING - AWARDS

List any training courses completed and awards received that you consider valuable and relevant to your career goals. (Include dates if possible.)